



Competition #VI629

Administrative Assistant, Community Services (Full-Time, Regular)

Closing Date: 4:30pm, Thursday, June 29, 2023

The Sunshine Coast

If you have ever been to the Sunshine Coast, you know how amazing it is! If you haven't, you really should check it out. Bordered by rugged mountains and blue ocean waters, situated on a peninsula (not an island) in the traditional lands of the shíshálh and Skwxwú7mesh First Nations, this area is known for its mild winters, beautiful surroundings, arts, and culture. With all the amazing recreation at our doorstep, it is not just a preferred tourist destination, it is also a great place to live, work, and play.

Position Overview

The Sunshine Coast Regional District is currently inviting applications for the position of Administrative Assistant, Community Services (Full-Time, Regular). We are looking for a friendly and talented person to join our team! If you are a highly organized, service-oriented individual with excellent interpersonal skills, who thrives in a fast-paced environment, then this is the role for you. Reporting to the General Manager, Community Services, this position coordinates and manages day-to-day administrative duties for the Community Services department and other departments as required, including coordinating meetings, developing agendas, taking and distributing minutes, administering actions from committee meetings and providing clerical support to the General Manager and other members of the Community Services Department.

Compensation and Hours of Work

This is a bargaining unit position with a wage rate of **\$35.14 per hour**, working 35 hours per week, with flexible work schedules and hybrid working arrangements, subject to mutual agreement and operational requirements. Annual vacation starts at 4% and increases to 6% after a four-month probationary period. You will also then receive a full benefit package that includes extended health and dental coverage, paid sick leave, family responsibility leave, 13 paid statutory holidays (after 30 days of employment), eyewear, eye exams, group life insurance, short-term and long-term disability benefits, participation in the municipal pension plan, access to the employee and family assistance program, and accidental death and dismemberment coverage.

How to apply

Please review the job description, then send a current resume and a cover letter **quoting the competition number** via [email](mailto:hr@scrd.ca) by the closing date and time shown above. The SCRD is committed to equitable access to employment opportunities. We value a diverse workforce to best represent the communities we serve, and we thank all applicants in advance for your interest.

Contact: hr@scrd.ca or www.scrd.ca/careers